



City Of Baltimore
DEPARTMENT OF RECREATION AND PARKS
Permit Office - 3001 East Drive
Baltimore Maryland 21217
Phone 410-396-6003/396-7070 Fax 410-889-3856



FESTIVAL APPLICATION

NOTICE: EFFECTIVE JANUARY 1, 2004, ANY EVENT OPEN TO THE PUBLIC WITH AN EXPECTED ATTENDANCE OF MORE THAN 2,500 PEOPLE OCCURRING ON PROPERTY UNDER THE JURISDICTION OF THE BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS SHALL BE DEEMED A "FESTIVAL." THIS APPLICATION MUST BE COMPLETED AND FILED AT LEAST 120 DAYS PRIOR TO THE PROPOSED "FESTIVAL DATE(S)."

FESTIVAL FEES ARE AS FOLLOWS: \$35 NON-REFUNDABLE APPLICATION FEE; \$1,000 PER DAY (UP TO 10 HOURS), \$250/HOUR FOR EVERY HOUR MORE THAN THE TEN (10) HOUR PER DAY MAXIMUM; A SECURITY DEPOSIT IN THE AMOUNT OF \$1,000, REFUNDABLE CONTINGENT UPON SATISFACTORY PRE- AND POST-Festival SITE INSPECTIONS CONDUCTED BY BCDRP PERSONNEL. ADDITIONAL FEES AND INSURANCES MAY BE REQUIRED.

UPON SUBMISSION OF THIS APPLICATION, FESTIVAL ORGANIZER(S) ARE REQUIRED TO MEET WITH BCDRP STAFF AT A MUTUALLY CONVENIENT DATE, NO LATER THAN THREE (3) WEEKS AFTER SUBMISSION OF THIS APPLICATION.

1. Organization applying for Festival Permit:

: ORGANIZATION: _____
TELEPHONE: () _____ FAX () _____
ADDRESS: _____
Street City State Zip Code
Email address _____

2. Person responsible for conducting the festival:

NAME (AND TITLE): _____
TELEPHONE: () _____ PAGER () _____
ADDRESS: _____
Street City State Zip Code
Email address: _____

3. Name of festival? _____

4. Type of Festival (PLEASE CHECK AS MANY AS APPLICABLE BELOW):

<input type="checkbox"/> Assembly (Public)	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Parade (*)	<input type="checkbox"/> Solicitation (Donations)
<input type="checkbox"/> Concert	<input type="checkbox"/> Environmental	<input type="checkbox"/> Race (Foot) (*)	<input type="checkbox"/> Solicitation (Petition)
<input type="checkbox"/> Educational	<input type="checkbox"/> Leafleting	<input type="checkbox"/> Rally	<input type="checkbox"/> Walk-A-Thon (*)

OTHER (Please describe): _____

(*) NOTICE: PARADES/RACES/WALK-A-THONS — A COPY OF YOUR PROPOSED ROUTE AND/OR MAP, INCLUDING ASSEMBLY AND DISBANDING AREA MUST BE ATTACHED TO THIS APPLICATION. ALSO, PLEASE CONTACT THE DPW PERMITS OFFICE (410)396-1916 TO APPLY FOR A PERMIT.

5. What is the purpose of the festival? (please explain, or attach a copy of your agenda or planned activities) _____

6. Requested Date(s) and Times(s) for this festival are as follows (please fill in below): **NOTICE: NO RAIN**

Date Recvd _____ Application Fee _____ Festival Fee _____ Security Deposit _____ Application #F _____

DATES. NOT MORE THAN FIVE (5) Festival DATES (CONSECUTIVE OR NON CONSECUTIVE) PER APPLICATION OR LOCATION. ALSO NOTE: IF MORE THAN ONE (1) DATE IS REQUESTED, THERE IS A FEE OF \$10.00 PER ADDITIONAL DAY REQUESTED (IN ADDITION TO THE REGULAR APPLICATION FEE OF \$35).

Festival ACTIVITIES	STARTING DATE(S)	ENDING DATE(S)	STARTING TIME	ENDING TIME
SET UP DATE(S)				
ACTUAL Festival DATE(S)				
TAKE DOWN DATE(S)				

7. Festival location (check as many as appropriate): ☐ Street ☐ Public Lot ☐ City Park/Plaza
NOTICE ONE LOCATION PER APPLICATION. IF YOU CHECKED STREET OR PUBLIC LOT, CONTACT THE DPW SPECIAL EVENT OFFICE AT 410-396-1916.

8. Please list the **NAME** (and address or closest cross streets) of the PARK OR PLAZA. Also include names of **Pavilions, Gazebos**, or specific area information for this festival: _____

9. TOTAL number of participants (i.e., volunteers, walkers, etc.) and spectators anticipated daily? _____

10. Is this a first time festival for you or the sponsoring organization at this location? ☐ YES ☐ NO
 a. If NO, how does this festival differ from previous years? _____

B.Attendance totals for last festival: _____ DAILY TOTAL _____ OVERALL TOTAL

Funding question - Has your organization received any outside funding or sponsorship for this festival?
 _____ **YES** ☐ **NO** ☐

If yes, please explain in detail: _____

11. How do you plan to publicize this proposed festival? (If available, please attach a copy of publicity plan or flyer.)

12. Will any signs, banners, or flyers be hung or posted (other than on stages or booths)? ☐ YES ☐ NO
NOTICE: IT IS A VIOLATION OF THE DEPARTMENT OF RECREATION & PARKS' RULES AND REGULATIONS TO POST OR HANG IN ANY MANNER, DIRECTIONAL MARKERS, NOTICES, OR BANNERS TO ANY TREE OR LAMP POST.

13. Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):

14. Will any public street(s) need to be partially closed or blocked off in conjunction with this festival? ☐ YES ☐ NO
NOTICE: IF YES, THE APPLICANT MUST OBTAIN A SPECIAL EVENT PERMIT FROM THE DPW SPECIAL EVENT OFFICE, (410)396-1916, MUNICIPAL BLDG., 200 N. HOLIDAY ST. LOBBY, BALTIMORE MD 21202.

15. Do you plan to erect temporary structures, such as STAGES, BOOTHS, TABLES, TENTS, **FENCES** DISPLAYS, ETC., for this festival? ☐ YES ☐ NO

a. If YES, please describe below including size(s), how many, capacity, etc. A site plan and/or drawing must be included with this application showing the location of all items.

STAGES:

BOOTHS/TABLES:

DISPLAYS:

TENTS:

OTHER EQUIPMENT:

b. If tent(s) will be erected, list the name of tent company, address, telephone number and the contact person's name:
NAME OF TENT COMPANY: _____
ADDRESS: _____
CONTACT PERSON: _____ TELEPHONE () _____

a. If fencing will be erected, list the name, address, telephone number and contact person for the fence company.

Name of fence company: _____

Address: _____

Contact person: _____ Telephone: _____

List proposed dates for fencing construction and takedown: _____

NOTICE: PLEASE CONTACT THE DEPT. OF HOUSING & COMMUNITY DEVELOPMENT, BUILDING INSPECTIONS (410)396-3470, AND THE BCFD FIRE PREVENTION BUREAU (396-4058) TO APPLY FOR ADDITIONAL PERMITS.

16. Will any type of sound amplifying equipment or devices be used in conjunction with this festival? _____ YES _____ NO
If YES, please list the type of equipment and wattage: _____

NOTICE: THE SPONSORING ORGANIZATION(S)/ Festival COORDINATOR(S) MUST COMPLY WITH ALL BALTIMORE CITY ORDINANCE(S) REGARDING ACCEPTABLE NOISE LEVELS. SOUND AND/OR NOISE LEVELS MUST NOT DISTURB VISITORS IN THE AREA, AND MUST NOT INTERFERE WITH THE NORMAL OPERATION OF BUSINESSES IN THE VICINITY. ALL MUSIC/AMPLIFIED SOUND MUST END AT 9:00 P.M.

17. Do you plan to provide musical entertainment for this festival? _____ YES _____ NO
If YES, please describe below (i.e., Big Band, Reggae Band, Singer, etc.): _____

18. Do you plan to provide other entertainment for this festival? _____ YES _____ NO
If YES, please describe below, or attach a copy of your planned program: _____

19. Do you plan to have animals on site during this festival? _____ YES _____ NO
If YES, please list how many, the type of each animal; what provisions have been made for the care, containment, and waste removal of these animals? Please give a contact person's name and phone number below: _____

CONTACT PERSON: _____ DAYTIME PHONE: () _____

NOTICE: PONY RIDES ARE NOT PERMITTED IN PARKS/PLAZAS UNDER THE JURISDICTION OF CITY OF BALTIMORE DEPARTMENT OF RECREATION AND PARKS.

Are you planning to have any amusement or mechanical rides, or amusement devices (i.e. moonbounce, etc.)? _____ YES _____ NO If yes, please explain in detail and provide the name, address, telephone number and contact person for the vendor: _____

Name of Company: _____

Address: _____

Contact Person: _____ Telephone: _____

NOTICE: Any festival with amusement/mechanical rides, or with children's amusement devices will be required to provide proof of liability insurance, naming the Mayor, the City Council, the Department of Recreation and Parks, and employees of the City of Baltimore as additional insured. This document must be submitted to the BCDRP Permits Office at least one (1) month prior to the proposed festival, NO EXCEPTIONS.

The certificate of insurance must have the following wording included in the description box: "The Mayor and City Council of Baltimore City, the Department of Recreation and Parks, the Department of Public Works, and Employees of the City of Baltimore are named as additional insured for (insert name of festival) on (list festival dates, including starting set up date through ending take down date) to be held at (insert festival location). NOTE: YOUR PERSONAL OR ORGANIZATIONAL HOMEOWNERS OR RENTERS INSURANCE WILL NOT COVER THIS!!!"

20. Are you providing a generator as a power source? ☐ YES ☐ NO

21. Are you requesting the use of electricity? ☐ YES ☐ NO

If YES, please list operational needs: _____

22. Is a power source available at the proposed location? ☐ YES ☐ NO

If YES, is access available or will it have to be turned on (please explain): _____

23. Will electrical wiring need to be installed? ☐ YES ☐ NO

NOTICE: IF YES, YOU MUST CONTACT THE DPW SPECIAL EVENT OFFICE (396-1916), AND PROVIDE A SITE PLAN LISTING ELECTRICAL NEEDS.

24. **Will an admission fee be charged for the festival?** ☐ YES ☐ NO **If yes, please indicate the amount of the fee, and what parties will receive the proceeds:**

25. Will donations/contributions be accepted or solicited during this festival? ☐ YES ☐ NO

a. If YES, please explain how these donations will be generated or solicited: _____

b. List all parties who will receive the proceeds from the donations or contributions: _____

26. Will a registration **or** membership fee be required in order to attend or participate in **festival** activities? ☐ YES ☐ NO

If YES, please explain the type of fee, amount and purpose of the fee: _____

27. Do you plan to have Money/Prize Wheels, Raffle, Bingo, etc., on site, in conjunction ☐ YES ☐ NO

If YES, list the type of activity and the licensee for each type?

NOTICE: A PERMIT IS REQUIRED BY LAW. PLEASE CONTACT THE BALTIMORE CITY POLICE DEPARTMENT ON (410)396-2130, LEAST 6 WEEKS PRIOR TO YOUR Festival DATE.

28. Do you plan to SELL, DISTRIBUTE, OR GIVE-A-WAY refreshments, and/or merchandise in conjunction with this **festival**? ☐ YES (SELLING) ☐ YES (GIVE-A-WAY) ☐ NO

If YES, please explain: _____

NOTICE: A FOOD PERMIT WILL BE REQUIRED IF FOOD/ REFRESHMENTS ARE SERVED IN CONJUNCTION WITH AN Festival. PLEASE CONTACT THE BCHD FOOD PERMITS DESK (396-4544).

a. IF YES, how many merchandise booths/tables will be set-up? _____

b. IF YES, how many food booths/tables will be set-up? _____

Disposal of oil and grease onto "CITY" property is prohibited. Grease/oil must be kept and disposed of in a proper manner. Note: festival applicant/organization will bear total liability for any damage caused by improper grease/oil dumping.

State sales tax must be collected for all food/merchandise sold at public festivals. Please contact the State of Maryland Comptroller's Office for more information. All vendors are required by law to have proper licenses and/or permits displayed on site during the date(s) of the festival. Failure to produce or display proper permits and/or licenses upon request will result in the immediate suspension/closure of activity/vendor.

29. Will gas grills or propane stoves, etc., be used during this festival? _____ YES _____ NO
NOTICE: THE APPLICANT/PERMITTEE MUST PROVIDE APPROPRIATE SAFETY EQUIPMENT (FIRE EXTINGUISHERS, ETC.). OPEN BURNING AND/OR GROUND FIRES ARE PROHIBITED.

30. Do you plan to SERVE OR SELL beer or light wine during this festival? _____ YES _____ NO
If yes, please explain: _____

NOTICE: A LIQUOR LICENSE IS REQUIRED. CONTACT THE LIQUOR LICENSE COMMISSIONER'S OFFICE (396-4377).

31. How many port-a-johns are you providing for your festival, and where will they be set up? **The Department of Recreation and Parks requires one (1) portable toilet for every 125 people in attendance when food and beverages will be available at the festival. When no food or beverages are available at the festival, then there must be one (1) portable toilet for every 250 people. Portable toilets must be fully accessible to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA).**

NOTICE: THIS SERVICE IS NOT PROVIDED BY THE CITY OF BALTIMORE. PORTABLE TOILET RENTAL COMPANIES ARE LISTED IN THE YELLOW PAGES UNDER "TOILETS- PORTABLE."

32. Please describe how do you plan to remove refuse and garbage from the festival site, and list the Clean up Committee Chairperson's contact information: _____

NAME: _____ DAYTIME PHONE: () _____

33. Do you require additional trash receptacles, dumpster(s), or load packer(s) for this festival? _____ YES _____ NO
NOTICE: ADDITIONAL FEES ARE CHARGED BY THE BUREAU OF SOLID WASTE, WHEN EXTRA TRASH RECEPTACLES, DUMPSTER(S) or LOAD PACKER(S) ARE PROVIDED FOR FESTIVALS.

- a. If YES, please list how many on the appropriate line below:

_____ TRASH RECEPTACLES _____ DUMPSTER(S) _____ LOAD PACKER(S)

- b. Where exactly at the festival site should the above items be delivered? (Attach a site plan if special placement is requested) _____

34. What are your plans for providing security, traffic and/or crowd control? Please list contact person, phone number, and the name and address of security firm.

CONTACT PERSON: _____ **PHONE:** () _____
NAME OF SECURITY FIRM: _____ **ADDRESS:** _____ **PHONE:** _____

35. What are your plans for providing emergency medical services? **Festivals must have emergency transportation on-site during the festival hours.** _____

36. Are there any special provisions pertaining to your **festival** that have not been addressed on this application? _____

Submitting this Festival Application is not a confirmation to conduct your planned festival. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your proposed festival, you will be contacted by the Department and alternate arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the Organization and/or person responsible for conducting the festival. Please DO NOT SEND OUT Festival NOTICES, PUBLICITY, FLYERS, ETC., prior to receiving this confirmation.

If this festival will generate proceeds, funds or donations, YOU MUST INCLUDE PROOF OF YOUR ORGANIZATIONS NONPROFIT PROFIT STATUS with this application. (I.E., Tax-Exempt Recognition from the Internal Revenue Service; Maryland State Department of Assessments and Taxation or a copy of the page from the Baltimore City Community Organization Directory with the community organization listed.

By signing and submitting this application, you and/or the sponsoring organization(s) agree to abide by the rules and regulations of the Department of Recreation and Parks, especially those rules and regulations pertaining to permits.

All fees, agency reimbursement costs (i.e., security, traffic control, electric, clean up, etc.), security deposits, and/or additional documents (i.e., Site Plan(s), proof of Liability Insurance, Nonprofit Status, etc., if required), must be paid and/or received by the permit office before your permit is issued. Please place a check mark (✓) next to all items included and/or attached to this application:

☐ APPLICATION FEE
☐ ADDITIONAL Festival INFORMATION
☐ REFUNDABLE SECURITY DEPOSIT (\$1,000)
☐ LIABILITY INSURANCE (\$1,000,000)

☐ ADDITIONAL DATE(S) USER FEE
☐ Festival SITE PLAN
☐ PROOF OF NONPROFIT STATUS
☐ FESTIVAL FEE

PLEASE NOTE: When liability insurance is required, a copy of the certificate of Insurance must be submitted to the Permit Office ONE (1) MONTH PRIOR TO THE PROPOSED Festival. The certificate of insurance MUST HAVE THE FOLLOWING WORDING included in the description box:

"The Mayor and City Council of Baltimore City, the Departments of Recreation & Parks, Public Works and Employees of the City of Baltimore are named as additional insured for (INSERT NAME OF Festival) on (LIST Festival DATES, INCLUDING STARTING SET UP DATE THROUGH ENDING TAKE DOWN DATE) to be held at (INSERT Festival LOCATION)."

THE DEPARTMENT CAN NOT ACCEPT PERSONAL CHECKS. Payment of fee(s) must be by Cashiers Check, or Money Order ONLY, payable to the Director of Finance

PLEASE SIGN AND DATE BELOW:

1) I certify that all of the information included above or submitted under separate cover is true and correct to the best of my knowledge.

2) I have read, understand, and agree to the Baltimore City Department of Recreation and Parks Festival Guidelines, and any rules or regulations described in that document or in my completed festival application.

Applicant's Signature

(Date)

Please Print Applicant's Name Here

Return this application, and the items you have checked above to:
BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS
Permit Office - 3001 East Drive
Baltimore Maryland 21217

IF YOUR FESTIVAL IS CANCELED OR POSTPONED, PLEASE NOTIFY THE PERMITS OFFICE IMMEDIATELY.
(410)396-6003/6-7070 MONDAY THROUGH FRIDAY 10:00 A.M. TO 4:00 P.M.

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ADDENDUM TO APPLICATION FOR PERMIT

(Must be signed and attached to all applications)

AS A CONDITION OF YOUR PERMIT
PLEASE READ, SIGN, AND DATE
THE FOLLOWING STATEMENT:

As the contact and/or person responsible for conducting an event on property under the jurisdiction of the City of Baltimore Department of Recreation and Parks, I agree to **END/STOP** all amplified sound and/or music (whether live or recorded) **AT 9:00 P.M.**

I also agree that during my event/activity, amplified sound and/or music must be maintained at a reasonable level so as not to disturb, interfere, or compete with other park activities, or impact on surrounding businesses or neighborhood(s).

Whereas I also agree that during my event/activity, there will be no heavy equipment and/or vehicle on any grass or lawn areas. Parking is **PERMITTED ON PAVED ROADS ONLY**, in parks which are open to vehicular traffic. Please keep in mind that police will ticket vehicles parked on the grass, or when parked on roads posted with "NO PARKING" signs, and in parks posted "OFFICIAL VEHICLES ONLY".

I also agree by signing and dating this form that I have received and will review the copy of Rules and Regulations of the City of Baltimore, Department of Recreation and Parks. I have also been informed that the Baltimore City Police Department and Park Rangers will also enforce the Rules and Regulations.

(Signature and Date)

(FOR OFFICE USE ONLY)

Application Fee ☐ Yes ☐ No Check # _____ Cash _____ Receipt# _____

Festival Fee ☐ Yes ☐ No Check # _____ Cash _____ Receipt# _____

Electric Fee ☐ Yes ☐ No Check # _____ Cash _____ Receipt# _____

Other Fees ☐ Yes ☐ No Check # _____ Cash _____ Receipt# _____

Non-Profit Tax ID number (for fee reduction): _____ N/A_____

EXPLANATION OF OTHER FEES: _____

D.P.O. # _____ Series # _____ Date _____ Amt _____

NOTIFICATION AND/OR CONTACT WITH APPLICANT

List dates/time, reason, how contacted (phone/mail), and name of person initiating contact. If the contact was made by telephone and a message was left for the applicant, list the name of the person the message was left with. If notification was sent by mail, attach a copy of the correspondence
